

CA-PMMProject Name: CALPADSOCIO Project #: 6110-92Department: CDEReporting Period: From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: From: To:

Team Member to Project Manager

CA-PMM**Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Number of open UAT defects were not low enough to continue on current schedule	Potential impact to production go-live date.	Extended UAT schedule by 4 weeks. Discussed impact with CDE Executives. Maintained initial production go-live on 8/31/09. Moved Fall 1 functions to 10/5/09.
2. Were any key milestones or deliverables rescheduled?	Yes	Number of open UAT defects were not low enough to continue on current schedule	Extended UAT schedule by 4 weeks. Discussed impact with CDE Executives. Maintained initial production go-live on 8/31/09. Moved Fall 1 functions to 10/5/09.	Continue to monitor UAT progress and assess progress daily
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	DTS backup approach requirements were not communicated to vendor via RFP requirements. Insufficient storage has become an issue in Prod and Pre-prod environments.	Production and Pre-production environment available storage has become a larger issue	Working vendor to acquire additional storage capacity to support CALPADS and DTS backup requirements
9. Are there any staffing problems?	No			

CA-PMM**Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	Integration of CALPADS pre-ID process with Assessment Vendor systems to increase data integrity	Completed cost and schedule analysis. Requested funding for enhanced functionality was not included in the 2009-10 budget.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	Yes	Depending on progress, the UAT schedule may be extended further to ensure complete testing.	Continue to monitor UAT results and defect resolution progress.
9. Are any staffing problems anticipated?	No		

CA-PMM

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Reporting Period: From: 7/1/09 To: 7/31/09

Project Manager to Sponsor

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Conducted User Acceptance Test (UAT) weekly checkpoint meetings with participating LEAs
Continued UAT testing and defect resolution activities
Completed pre-production environment set up
Conducted initial system performance tests and analyzed the results

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Start-up	6/12/08		Completed	Actual project start delayed 15 days and deliverable final approvals required additional time to obtain. No impact to implementation date.	11/7/08
Systems Analysis and Confirmation (Gap Analysis)	5/30/08		Completed	Stakeholder review and confirmation required additional time. No impact to implementation date.	8/29/08
Systems Design	5/27/09	8/15/09	In progress	Stage 1 and Stage 2 functional design are complete except for one functional area. This area was related to the CALPADS Phase II planning approach waiting to confirm funding. Funding was not included in the May 2009 revised budget, therefore, CALPADS Phase II will not be implemented in 2010-11 as anticipated.	
Data Conversion Software Development	1/16/09	7/30/09	In progress	Schedule aligns with Fall 1 implementation. Latest	

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Systems Development	1/12/09	7/28/09	In progress	Development schedule will align with Implementation stage approach. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
Systems and Integration Testing	2/18/09	10/9/09	In progress	Being conducted in two phases in line with implementation stages. Contract amendment will be developed to reflect internal	
Pilot User Acceptance Testing (UAT)	7/31/09	12/3/09	In progress	UAT divided into 2 phases in line with implementation stages. Contract amendment will be developed to reflect internal adjustments in milestone approach and	
Implementation – Stage 1	6/29/09	12/21/09	In progress	Administration and Fall 1 functionality will be delivered in two step implementation.	
Stage 1 Production Implementation	8/31/09	12/21/09	Not started	Administration and Fall 1 functionality will be delivered in	
Implementation – Stage 2	12/21/09	6/30/10	Not started	Early design results determined end of year data	
Stage 2 Production Implementation	2/26/10	6/30/10	Not started	No impact	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules

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Project Manager to Sponsor

Milestones		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables		X		Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Milestones		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables		X		Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X			
One Time Cost	X			
Continuing Cost	X			

CA-PMM**Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 7/1/09 To: 7/31/09**Sponsor to Executive
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		

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	Weak	2	5
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Committee**

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			5	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Company size, team size, senior management commitment, staff experience level, and depth of resources available to the project.